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AMEDDC&S Memorandum
No. 350-2

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Training
AUTOMATED SYSTEMS APPROACH TO TRAINING (ASAT)

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

2. **PURPOSE.** This publication describes the procedures and responsibilities for the Automated Systems Approach to Training (ASAT) program. Its objective is to provide guidance regarding the processes and products of ASAT software.

3. **REFERENCES.**

a. U.S. Army Training and Doctrine Command Regulation 350-70, Systems Approach to Training Management, Processes, and Products.

b. U.S. Army Training and Doctrine Command Pamphlet 350-70-1, Guide for Producing Collective Training Products.

4. **SCOPE.** This publication is applicable to all U.S. Army Medical Department Center and School (AMEDDC&S) staff and faculty. It provides general guidance on the identification, access, use, and proponentcy of AMEDDC&S corporate data on the ASAT, its modules, and other automated training development systems.

a. The ASAT is a training information and doctrine management system that provides task creation, task management, and training product and doctrine creation capabilities. The functional areas in ASAT include the Collective and Individual Modules, Combined Arms Training Strategies (CATS), Program of Instruction Management Module (POIMM), and the Doctrine Module. The Collective Module allows training developers to develop collective tasks, Mission Training Plans (MTPs), and Drill Books. The Individual Module allows for development of individual tasks, Soldier Training Publications (STPs or Soldier's manuals), Training Support Packages (TSPs), and lesson plans. The CATS Module produces CATS to include resourcing information. The POIMM produces a program of instruction (POI) from lesson plan and task data. The Doctrine Module accommodates development and staffing of doctrine products using Microsoft Word, document comment management, and an Electronic Staffing Module.

b. The ASAT application is integrated with the Standard Army Training System (SATS), the Automated Instructional Management System - Personal Computer (AIMS-PC), and POIMM. The link with SATS supports WARFIGHTER XXI capabilities as outlined in the Army Training XXI (ATXXI) Campaign plan. This plan requires the proponent schools to use ASAT to build CATS and TSPs for use by the unit commanders. Essentially, ASAT is the foundation tool for all task-based information utilized by the unit via SATS and the General Dennis L. Reimer Digital Library (RDL). The ASAT provides lesson plan and task data to the POIMM for the automated building of a POI and course administrative data (CAD) by training developers. The ASAT includes an import/export capability

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that allows proponents to upload information to the data repository of the RDL for download by other ASAT and SATS users and use by the RDL. The ASAT also produces reports in Rich Text Format (RTF) that can then be Hyper Text Markup Language tagged.

5. RESPONSIBILITIES.

a. Dean/Commandant, Academy of Health Sciences (AHS). The Dean/Commandant, AHS, has overall responsibility for training information and coordination of total task management in U.S. Army Training and Doctrine Command (TRADOC)-initiated applications such as ASAT.

b. Assistant Commander for Force Integration (ACFI). The Director, Combat and Doctrine Development, ACFI, has overall responsibility for doctrine development, coordination, and management in the TRADOC-initiated application of the ASAT Doctrine Module. General guidance for doctrine development responsibilities can be found in TRADOC Regulation 350-70, Chapter II-6-4. This module is used only by the combat developer to accomplish the following within the AMEDDC&S.

- (1) Initiate new or revise existing field manuals.
- (2) Associate, link, and integrate doctrine and training information.
- (3) Integrate and organize staffing reviews and comments throughout the drafting process.
- (4) Integrate doctrine development with the current training development module of ASAT.
- (5) Staff new and revised doctrine literature publications.
- (6) Review training materials as they are staffed to ensure they reflect current doctrine.
- (7) Integrate new systems.

c. Information Technology Business Center (ITBC), U.S. Army Medical Department Center and School (AMEDDC&S) & Fort Sam Houston (FSH). The ITBC is responsible for the overall administration and maintenance of the AMEDDC&S & FSH local area network. It provides the ASAT system administrators access necessary to perform their daily functions (i.e., distribute software upgrades, assign/delete passwords, backup functions, upload/download data, etc.). The ITBC assists the Department of Academic Support and Quality Assurance (DASQA) in the maintenance of hardware and operating system software (i.e., Windows 4.0 clients), providing software to users as requested or required.

d. Individual Training Departments. The AHS training departments; 232d Medical Battalion, Center Brigade; and the Noncommissioned Officers Academy are responsible for the ASAT individual training development process. General guidance for the individual process can be found in TRADOC Regulation 350-70, Chapter VI. Each element is responsible for identifying, developing, modifying, or changing individual tasks for which it is the proponent, as well as the following functions generally performed and/or managed by the Instructional Systems Specialists with subject matter expert (SME) input or review when required:

- (1) Identify individual critical tasks through the job analysis process and recommend for approval by the efforts of the Critical Task Selection Board.

(2) Develop task performance specifications for each individual critical task, including job performance conditions, standards, performance steps, and performance measures. Guidance to begin the process of entering task data into ASAT is found at Appendix A. A list of the minimum tabs requiring completion in the task management database is at Appendix B.

(3) Analyze, design, and develop training strategies, programs, and products to respond to customer requirements in support of the AMEDDC&S.

(4) Translate critical tasks, supporting skills, and knowledge into learning objectives for training. Guidance on numbering and entering skills and knowledges is at Appendix C.

(5) Develop lesson plans that support each critical task. To determine Resource Identification Numbers (RIDs) for lesson plan numbers, see Appendix D. Additional/complementary information is available on-line by using the HELP function within the ASAT program.

(6) Monitor fielded training products (e.g., Soldier Training Publications (Soldier's manuals), Army Correspondence Course Program (ACCP) subcourses, and training manuals) to identify those which are outdated and coordinate with the Department of Distance Learning Services (DDLs) to revise/replace the products.

(7) Validate individual training products and materials for use in individual training programs.

e. Department of Academic Support and Quality Assurance. The DASQA provides the overall automation management of individual task identification, development, standardization, and quality assurance of training data.

(1) The Training Systems Support Branch (TSSB), DASQA:

(a) Provides system administration support for ASAT and the modules subsumed by ASAT (POIMM, AIMS-PC, Logic eXtension Resources (LXR) test and Designers Edge).

(b) Maintains the security system consisting of five distinct levels of security. These levels of security provide the means and methods to secure access to data in the applications, such as access rights to the program, certain functions, and data. They are as follows:

- 1 User ID/Password.
- 2 User Group.
- 3 Power Panel.
- 4 Database Table.
- 5 Low-level Security.

(c) Uploads training data to the RDL.

(d) Develops training documentation for the systems and assists the Staff and Faculty Development Branch, DASQA, with staff training.

(e) Provides assistance to customers in POI and task development through ASAT and POIMM. A list of the minimum tabs required for completion of the POI is at Appendix E.

(2) The Evaluation and Standardization Branch (ESB), DASQA:

(a) Assigns task numbers.

(b) Maintains the Training Requirements Analysis System (TRAS) repository. The ESB monitors currency and status of training documents, to include those produced by ASAT.

(c) Evaluates task data integrity and standardization.

(d) Acts as common, shared, and proponent individual task manager, ensuring that the provisions of TRADOC Regulation 350-70, Chapter VI-3, are met.

(3) The Staff and Faculty Development Branch, DASQA, in conjunction with the TSSB, conducts training in the ASAT and other modules that require instructor and manager use participation.

f. Department of Training Support (DTS). The DTS is responsible for the ASAT collective training development processes. General guidance for the collective process is found in TRADOC Regulation 350-70, Chapter V. The Army Training and Evaluation Program Branch, DTS, will:

(1) Conduct unit training assessment to identify collective training requirements.

(2) Identify critical collective tasks.

(3) Establish critical collective task standards.

(4) Develop critical collective task steps.

(5) Produce collective training products, to include MTPs, Drill books, and CATS.

(6) Export collective training products and data to the RDL.

(7) Import collective and support data from other sources for use in MTP and CATS development.

g. Department of Distance Learning Services. The DDLS is responsible for the development/revision of individual training products (e.g., Soldier Training Publications (STPs), ACCP subcourses, training manuals) which are based upon ASAT individual task data. General guidance for the individual product processes is found in TRADOC Regulation 350-70, Chapters VI and VII. The Multimedia Development Branch, DDLS, will:

(1) Coordinate with the ESB on the issue of task numbers and identifying task proponentcy (see Appendix A).

(2) Facilitate revision and final product preparation for STPs, training literature, and common-core materials using ASAT data.

(a) Review draft materials for compliance with TRADOC Regulation 350-70.

(b) Prepare coordinating draft products and staff them with TRADOC/Army Training Support Center.

(c) Prepare final products for electronic publication and update the digital library data repository.

(3) Facilitate updating of ACCP subcourses and conversion of subcourses for inclusion in the RDL, following general guidance for the ACCP found in TRADOC Regulation 350-70, Chapter VI-9-1.

6. Interservice Training Review Organization (ITRO) courses hosted by other services for Army military occupational specialty (MOS) or additional skill identifiers (ASIs), will include a requirement for task and lesson plan development in the ASAT database. The AMEDDC&S proponent teaching department will have ASAT responsibility for the development and maintenance of the task and lesson plan database in order to facilitate production of soldier training products such as the Soldier's Manual. Lesson plan data will be available for unit sustainment training purposes. If necessary to support an AMEDDC&S directive or initiative, a POI can be developed and staffed using the ASAT data.

(MCCS-HSM)

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